

## Facility Inspection Guide

### Shelter Care Facility

Licensing specialists must conduct an inspection of the facility at initial licensure and at least annually thereafter. If the worker has a question about the home's compliance with health, building, fire or safety requirements, the worker may request the assistance of the city/county or state health department, the local or state building code administrator, and/or the deputy state fire marshal. Compliance with zoning regulations is a local issue that is not addressed by the state's licensing requirements.

A separate copy of this form should be completed for each residential unit

		Compliance	
		Yes	No
I.	<b>Kitchen Area and Out of Doors</b>		
A.	<b>ARM 37.97.833</b> Is an approved fire extinguisher with at least a 2A10BC rating readily available to the kitchen area?	[ ]	[ ]
B.	<b>ARM 37.97.508</b> Is the home served by a public water/sewer system? Ask if there have been any problems. Notice if faucets are not leaking. Is the water from the tap potable or is drinking water obtained elsewhere? Where?	[ ]	[ ]
C.	<b>ARM 37.97.508</b> View garbage storage areas indoors and out. Are there unpleasant odors? Do containers have lids? Are containers corrosion-resistant, fly tight, water tight, and rodent-proof? Are they clean?	[ ]	[ ]
D.	<b>ARM 37.97.508</b> Is garbage hauled weekly to a approved site?	[ ]	[ ]
E.	<b>ARM 37.97.508</b> If the facility is not served by a public water supply and sewer system, ask to see results of quarterly lab reports on water quality and ask if there have been any water or sewer problems. View septic area while outside and check for odors, ground sinking, or other visible problems. Do water and sewer systems appear safe for residents?	[ ]	[ ]
F.	<b>ARM 37.97.833</b> While checking garbage outside, ask to see storage area for paint, flammable liquids, and other combustible material.	[ ]	[ ]
G.	<b>ARM 37.97.809</b> Do grounds, house, and out buildings appear well-kept? For example, paint on house/out buildings is in terrible shape and the lawn has obviously been neglected; broken windows, etc. Is there suitable recreation equipment for residents	[ ]	[ ]
H.	<b>ARM 37.97.810</b> Is all food transported, stored, covered. prepared and served in a sanitary manner? Provider refrains from using home canned products (other than jams and jellies)? Are hands washed with warm water and soap before handling food?	[ ]	[ ]
II.	<b>Living Area(s)</b>		
A.	<b>ARM 37.97.817 and 37.97.508</b> Is there adequate space for recreation, quiet, reading, studying, and relaxing (40 square feet X number of youth)? Some of this room may be located elsewhere other than in the actual living room.	[ ]	[ ]
B.	<b>ARM 37.97.508</b> Is lighting adequate?	[ ]	[ ]
C.	<b>ARM 37.97.508</b> Is there a telephone and are all of the following numbers posted near the phone:hospital, police, fire department, ambulance, poison control center? Are there easily accessible phone numbers of parents and placing agencies? (The telephone may be located elsewhere other than the actual living room.)	[ ] [ ]	[ ] [ ]
III.	<b>Bedrooms</b>		
A.	<b>ARM 37.97.817</b> Does each resident have his/her own bed?	[ ]	[ ]
B.	<b>ARM 37.97.508</b> Is lighting adequate for resident(s) needs?	[ ]	[ ]
C.	<b>ARM 37.97.508</b> Do single bedrooms contain at least 80 square feet of floor space?	[ ]	[ ]
		Compliance	

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	Yes	No
D. <b>ARM 37.97.817</b> Does each youth have separate storage area and a place to display his or her creative works and other possessions?	<input type="checkbox"/>	<input type="checkbox"/>
]		
<b>IV. Bathrooms</b>		
A. <b>ARM 37.97.817</b> Does privacy appear well-maintained in resident's bathing and toiletry?	<input type="checkbox"/>	<input type="checkbox"/>
]		
B. <b>ARM 37.97.508</b> Are bathrooms clean?	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>ARM 37.97.508</b> Is there hot and cold running water. The hot water needs to be 120 degrees Fahrenheit or less?	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>ARM 37.97.809</b> Is bathroom free from broken or cracked mirrors, peeling paint, missing tiles, leaky faucets, clogged drains, or other signs of neglect?	<input type="checkbox"/>	<input type="checkbox"/>
<b>V. Other Areas</b>		
A. <b>ARM 37.97.508</b> Are hallways adequately lighted?	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>ARM 37.97.831</b> Is medication storage inaccessible to residents, with all medications contained in its original container with the original label? Are medications logged in ink per time of day, dosage, staff person administering the med's and the recipient of the medication? Does provider promptly dispose of all non-administered prescription medications?	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>ARM 37.97.508</b> Is washing machine and dryer available?	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>ARM 37.97.833</b> Are working smoke detectors located both at stairways and in corridors or other areas, giving access to the bedroom(s)?	<input type="checkbox"/>	<input type="checkbox"/>

Licensing Specialist's Comments:

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*Signature of Licensing Specialist*

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*Date*